# Chapter 8 - Civil Party - PTY

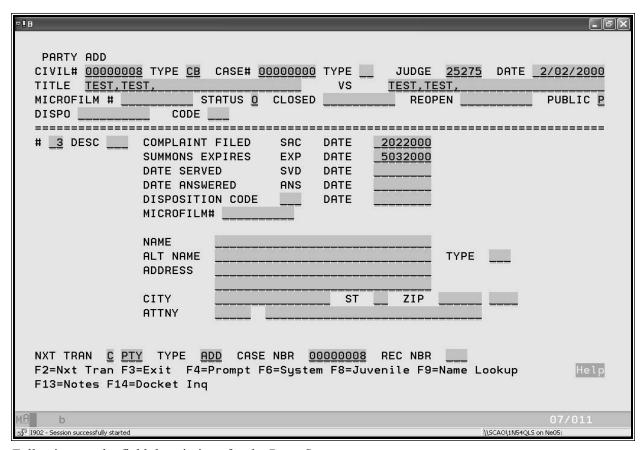
## **Civil Party Screen**

The civil party screen is used update information about the plaintiff and defendant or to add co-defendants/other parties. The system automatically creates a party for the plaintiff and defendant from the Header screen. Users must have security to be able to update case information.

## **Accessing the Party Screen:**



From the Next Tran Line, enter C PTY in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the header screen.



Following are the field descriptions for the Party Screen.

# ~Description~

Enter the party description for this party. Press<F4> for a list of party description codes.

## ~Complaint Filed Date~

For the defendant and plaintiff, the system creates the SAC - Summons and Complaint date as the date the file was opened. This date can be modified if another summons and complaint is sissued.

### ~Summons Expires Date~

This date is calculated by the system, depending on the Summons and Complaint date, the system will calculate 91 days from that date.

#### ~Date Served~

Enter the date the summons was served.

#### ~Date Answered~

Enter the date the summons was answered.

## ~Disposition Code~

Enter the disposition code for this party. Press <F4> for a list of disposition codes. This code only disposes the party. It is not counted as a disposition on the caseload report.

#### ~Microfilm #~

Enter the mocrofilm number.

#### ~Name~

Enter the party's name.

#### ~Alternate Name~

Enter the party's alternate name.

### ~Type~

Enter the alternate name type. Press <F4> for a list of alternate name codes.

# ~Address, City, State, Zip~

Enter the party's address information.

## ~Attorney~

Enter the attorney's bar number. Press <F4> for a list of valid attorneys.

# **Adding or Modifying a Party**

From the Next Tran Line, enter the following:

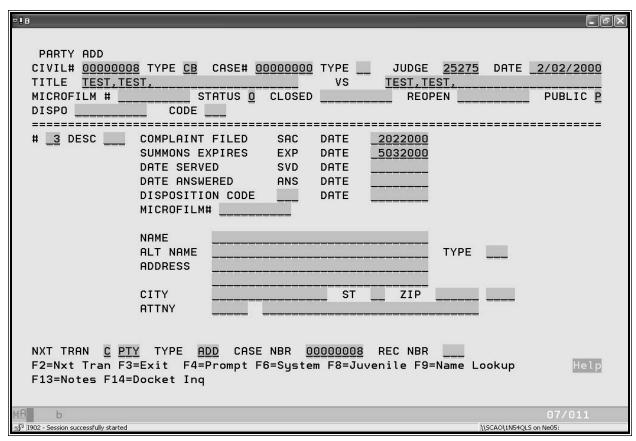
### Adding:



### **Modifying:**

```
NXT TRAN <u>C PTY</u> TYPE <u>MOD</u> CASE NBR <u>20035555</u> REC NBR ___
```

When all information has been added, press <Enter> and the system will display the screen you have requested.



Enter all information regarding the party and press <Enter>. The system will save the party.

## Inquiring on a Party

There are two inquiry screens for parties:

- 1. Inquiring on all parties This screen will list all parties for the case and limited information regarding each of them.
- 2. Inquiring on a single party This screen will display the actual party screen for each individual party. All information from the party screen will be displayed on this screen. You must enter the party number that you want to inquire on in the REC NBR field for the party to be displayed.

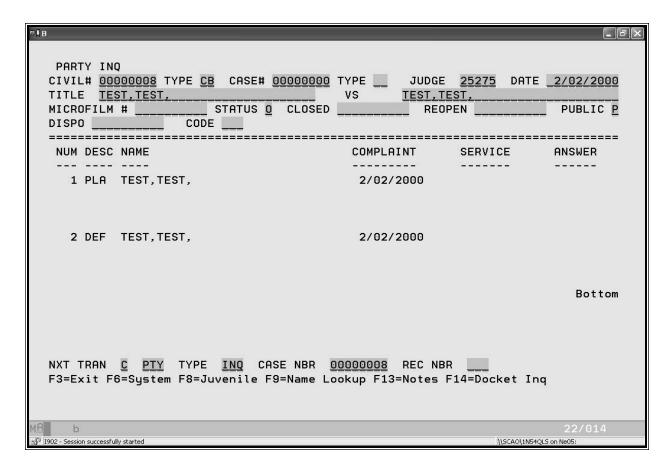
Following are examples of both party inquiry screens.

## **All Party Inquiry:**

From the Next Tran Line, enter PTY/INQ in the Next tran and type field along with the case number.

```
NXT TRAN <u>C PTY</u> TYPE <u>INO</u> CASE NBR <u>00333325</u> REC NBR ___
```

Press <Enter> and the system will display the following screen.

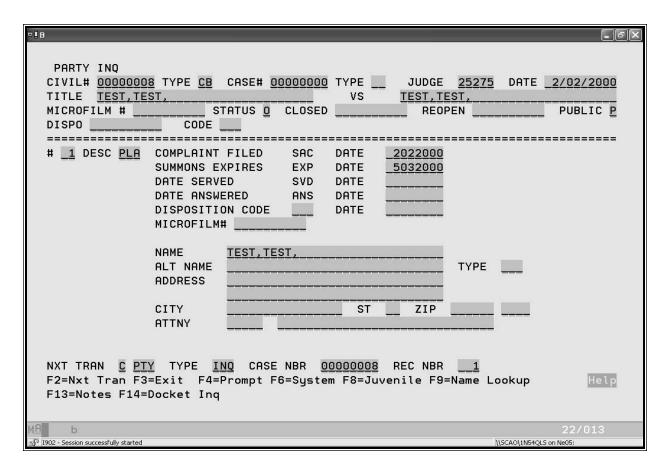


# **Single Party Inquiry:**

From the Next Tran Line, enter PTY/INQ in the Next tran and type field along with the case number and the individual party number.



Press <Enter> and the system will display the following screen.

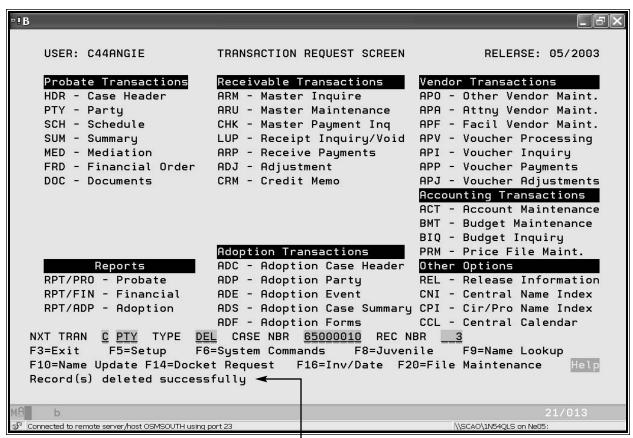


### **Deleting a Case**

From the Next Tran Line enter the following information:

```
NXT TRAN <u>C PTY</u> TYPE <u>DEL</u> CASE NBR <u>20035555</u> REC NBR ___
```

When all information has been added, press <Enter> and the system will delete the requested party.



The system will automatically delete the records.